UNITED
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Secretariat

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INFORMATION CIRCULAR

To: Members of delegations and staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: ARRANGEMENTS FOR ADMISSION TO UNITED NATIONS PREMISES, RESTRICTED AREAS AND PARKING ON 30 AND 31 JANUARY 1992

1. The purpose of this circular is to inform staff members of the special arrangements that will be in effect at Headquarters regarding admission into the United Nations premises, restricted areas and parking during the Security Council Summit scheduled for Friday, 31 January 1992.

Closure of the United Nations buildings and of First Avenue to the public

2. On the occasion of the Security Council Summit, a large number of heads of State and Government are expected to visit the United Nations. For security considerations, the buildings will be closed to the public on both 30 and 31 January 1992. In addition, on 31 January 1992 the section of First Avenue in front of the United Nations and some streets leading to the United Nations may be closed to traffic by the local authorities. Arrangements have been made with police authorities to permit only those pedestrians who present their grounds pass, to cross either at 42nd or 45th Street. United Nations Security Officers will be posted at those two checkpoints to assist the police in identifying members of delegations, staff and other personnel connected with the United Nations and the Security Council Summit.

Admission to the United Nations buildings and access to restricted areas

3. Staff will be admitted to the premises only upon presentation of valid United Nations Headquarters identification (grounds) passes. Staff members are reminded that, for security reasons and upon instructions of the Secretary-General, identification passes MUST be worn at all times and in a

clearly visible manner while inside the premises. It is the responsibility of staff members to ensure that their passes are current. Expired passes will be replaced by the Pass and Identification Unit (room GA-100) upon presentation of an application signed by departmental executive/administrative officers. Staff members who have forgotten their identification passes will be directed to the 46th Street (visitors') entrance where they can obtain a day pass at the information desk in the lobby of the General Assembly Building.

4. The second floor of the General Assembly and the Conference Buildings will be reserved for the use of members of delegations attending the Summit, staff members having official business in that area and accredited members of the information media. Proper identification of such individuals will be required. Accredited photographers and television film crews must be accompanied by a Liaison Officer of the Department of Public Information onto the second floor restricted areas. In order to gain access to the second floor authorized staff members must be in possession of a valid United Nations pass and a restricted-area pass. The North Lounge will be closed on 30 and 31 January 1992. Neither delegation passes nor all-area passes issued for the forty-sixth session of the General Assembly will be valid during the Summit. Bearer passes will be issued under arrangements made through departmental executive offices, which should submit names of staff members requiring restricted-area passes, at the earliest opportunity, specifying their functions. It is of the utmost importance that restricted-area passes be requested only for those persons whose presence is absolutely necessary for the functioning of the Security Council and related services. Identification passes and restricted-area bearer passes must be worn in a visible manner and are subject to verification by Security Officers.

Vehicular access and parking

5. In view of limited access to United Nations premises during the Summit, it is strongly suggested that staff members use public transportation and try to arrive as early as possible to avoid difficulties. The usual parking facilities for staff members will be limited. Those using the garage should drive through the 42nd and 48th Street service entrances. A restricted section of the ramp which has been closed owing to repairs, linking the second and third basement levels of the garage, will be opened for 30 and 31 January 1992 only.

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